Log In
Go to: http://www.willamette.edu/offices/careers/vcc/careerbeam/index.html
Follow the link to the CareerBeam registration site

- Complete the information needed to create your account. Important: Use your Willamette email address for registration, otherwise you will be blocked.
- An email containing your password will be sent to you
- After you have received your password, use your Willamette username to log in using the “Login” box.

Career Exploration
From the Home Page click on the “Career Exploration” tab

- Quick Profile: Click here to complete a quick overall career profile. For in-depth testing continue with the other inventories listed below.
- Assessing Yourself:
  - Values: Understand your personal values and how they relate to your career.
  - Temperament: Take this assessment to identify what kind of temperament you possess.
  - Personality: This is fashioned after the popular MBTI for careers are the best fit for your personality.
  - Interests, Skills & Talents: Explore and identify your interests, skills, and fascinations.
- Defining Your Options/Preferences:
  - Industry: Assess whether a certain industry meshes with your abilities and desires.
  - Location: Think about how a job’s location will affect your satisfaction.
  - Corporate Culture: Learn what kind of company environment is right for you.
  - Entrepreneurial Aptitude: Factors to consider if you’re thinking of starting a business.
  - Leadership & Networking Preferences: Learn how to develop working relationships with managers and co-workers.
- Envisioning Your Future: Determine what you want out of a career and how to achieve it.

Career Planning
You can see the possible activities in the drop down box. Click on those tabs you want to explore.

- Create a Career Plan: Click on “Get Started.” This walks you through several steps to make a concrete and comprehensive career strategy
- Work Environment, Networking, and Career Management sections: this page allows you to select different tabs with instructions, activities and inventories to help you design a smart career plan.

Getting the Job
Under “Getting the job” tab:

- Make Your Pitch, and How to Use it: this walks you through a process to create and implement your “elevator speech” that will hook your listener.
- Resume Prep, Cover Letters, and Interview Prep: These tabs will re-direct you to our Career Roadmap where you can develop the credentials that will get you noticed.
- Social Media Do’s and Don’t’s: Learn how to use social media like Facebook and Twitter as effective networking tools.
Follow-Up: This section contains information on thank you letters and references, as well as guidelines and tactics for negotiating. It is also covered in Optimal Resume.

Research Tools

Mouse over Research Tools menu

US Company Search: Most students use this search option. Be sure to use the tabs labeled “Industries, and Locations, and Keywords” to narrow your search

- Notice the Right column labeled “Criteria.” It helps you keep track of which criteria you are using to sort. To change criteria to either expand or reduce responses go to the tabs under US Advanced Search and click around to enter your criteria by industry, locations, or keywords. Also, just below those tabs you can select by Major, SIC (Standard Industrial Code – used by Dept. of Labor and can be found at onet.gov), etc.
- Just keep selecting and clicking for different results.

WorldWide Company Search: Search by Location, Size, and Industry

Salary Wizard: Enter a Job Title and Postal code to see adjusted national average salaries.


Additional Features

These features can be found in the horizontal menu at the top of any Career Beam page.

Job Postings

Click here (in the Getting The Job tab) to browse a wealth of recent job postings or search by specific criteria.

- General Postings: This job search is powered by CareerBuilder.com
- Company Postings: This job search is powered by Indeed.com

My Account

My Account: The Account tab has several tools to help you save the information you collected, document your tests, etc.

Help and FAQ

A link to this section can be found in the top right corner of the page. This section features frequently asked questions not only about Career Beam, but also about general career issues, such as networking, age discrimination and interviewing.

Video career library

Several of the jobs in Salary.com within the research tools have 3 minute videos about different jobs. Here’s the quickest way to sort through them:


You might also like the videos at CareerTV. http://23.21.192.128/list.php?list=employer_videos